

TO: Registered Adult Leaders



Quivira Council

RE: 2024 Recharter

Thank you for serving as a volunteer leader in the Boy Scouts of America. Your service to the youth of the Quivira Council is sincerely appreciated.

As you may be aware, effective August 1, 2023, the BSA updated its membership and unit renewal process. All new youth and adult members who join Scouting will be enrolled in a 12-month membership cycle and the BSA will cease prorating fees. It is important to know that existing youth and adult members that enrolled in Scouting prior to August 1, 2023, will be renewed through the normal rechartering process. Units that have a December 2023, January 2024, or February 2024 recharter date will complete the annual rechartering process like you have always done for your Pack, Troop, Crew, Ship or Post. You can reregister your unit on-line or by the traditional hardcopy method. Units are required to secure all leadership approvals from your Chartered Organization before the unit can be processed at the local council. All adults, including youth that have recently turned 18 or will turn 18 before April 30 and want to continue in leadership roles, must complete Youth Protection Training and Criminal Background Checks before the application can be processed. It is highly recommended that the recharter be completed **30 days prior** to its **charter expiration**. For example, a *January charter* would be due to the council service center *by no later than December 31st*, so it can be processed in a timely manner.

Beginning March 1, 2024, the 12-month membership cycle will not be tied to the unit recharter process. Unit renewal will be separate from adult and youth membership renewal. The process will be much simpler as the system will allow the chartered organization to approve the adult leadership and confirm they have the required adult supervision to conduct the Scouting program. All existing units will continue to expire in their current month.

If you have any questions regarding this process, please review the [Internet Recharter Instructional Material](#) (updated 8/18/2022), or contact your District Commissioner (*listed below*) or Unit Commissioner for additional guidance. Vickie Glancy Cannon, council commissioner for recharter, (*see below*) is also prepared to assist. In the meantime, additional information from the national office, including an instructional video, can be found at [Charter Renewal Resources](#).

Quivira Council resources can be found at <https://quivira.org/council-activity-policy/recharter/>.

Phone, Zoom, or in-person **appointments to assist you with recharter** can be made by calling the council service center 316-264-3386 between 9am and 5pm weekdays.

IMPORTANT NOTICE about PAYING for RECHARTER

IF your unit meets any of the following conditions, you MUST select "Pay at Council":

1. Any youth has Quivira Council program fee rebates from popcorn sales.
2. Any youth is asking for Council financial aid for registration fees.
3. Any youth is asking for KanCare financial aid.

Thank you for your service to the youth of the BSA.

Brian Nastase, Quivira Council Executive

Kevin Gorman, Quivira Council Assistant Scout Executive, kevin.gorman@scouting.org

Bill Matthews, Quivira Council Commissioner, wpmatthews@gmail.com

Vickie Glancy Cannon, Quivira Asst. Council Commissioner Recharter, quivira.commissionerassistant@gmail.com

Commissioners for 2024 Recharter			
District	Name	Phone	Email
Kanza	Mark Hunter	620-245-0801	m.hunter@ieec.org
Osage Nation	Bill Carson	508-725-6164	bill.carson.bsa@gmail.com
Pawnee	Mark Hunter	620-245-0801	m.hunter@ieec.org
South Winds	Flip Monier	316-806-0571	jhmonier@hotmail.com
White Buffalo	Mike Shockey	316-708-4086	SHOCKED32@GMAIL.COM
Council Comm. For Recharter	Vickie Glancy Cannon	316-655-7221	quivira.commissionerassistant@gmail.com

Troops, Crews, and Ships should refer to the January timeline.

Packs should refer to the February timeline.

**Units renewing with less than 5 youth must fill out a Unit Membership Plan
Return the plan to Vickie Glancy Cannon and Kevin Gorman**

<https://councils.wpenginepowered.com/wp-content/uploads/sites/25/2023/01/Unit-Membership-Plan-Fillable.pdf>

How will BSA help units track leader anniversary dates to ensure timely renewal of registration for unit leaders?

Reporting will be available to units much like the current YPT reports where units can view membership status. Individual member renewal status will also be shown on the unit roster. Here is some information which may be helpful:

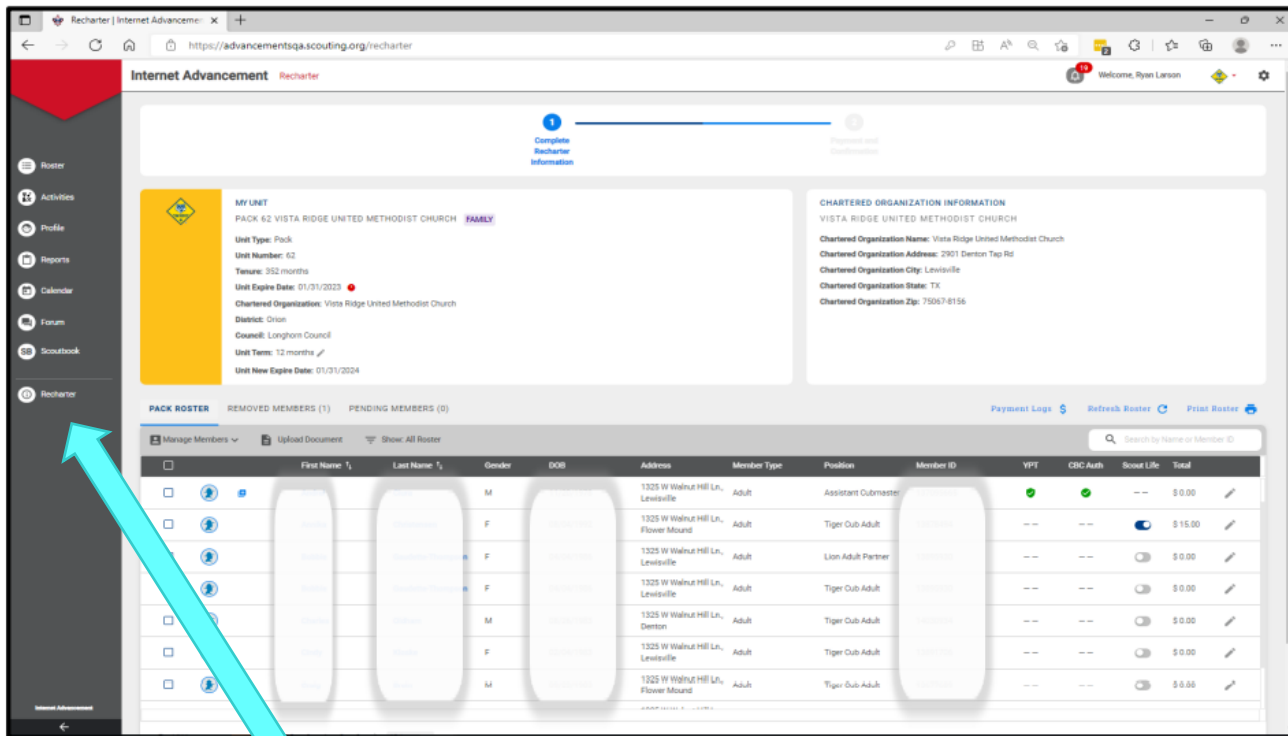
- *Email reminders will be sent to the parent beginning 60 days before the renewal date, with a link to renew or opt-out: 60, 30, 15, and 7 days before - and then 24 hours before - and if needed 7 days after renewal date. Reminder notifications will be in Scoutbook beginning 45 days before the renewal date.*
- *The unit Key 3 will also receive an email notification of any members who are due to renew and for members who renewed themselves.*

Units will have more access and flexibility. They will play an important role:

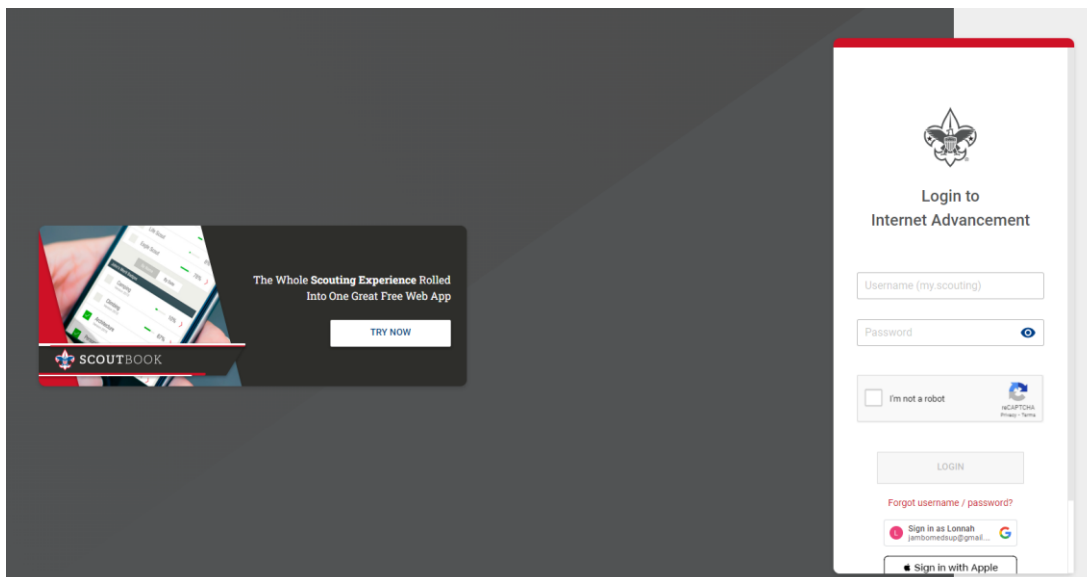
- *Units will have the ability to pay renewals for all their members, which will block the online payment by a parent.*
- *Units can “opt-out” (drop) members if they are no longer active in Scouting.*
- *Individual members’ renewal status will be shown on the unit roster.*
- *Key 3 leaders can complete renewals using one screen in My.Scouting.org.*
- *Units will have access to the following reports in My.Scouting.org:*
 - *Members due to renew,*
 - *Members renewed,*
 - *Members dropped.*

Steps to follow when processing your recharter are:

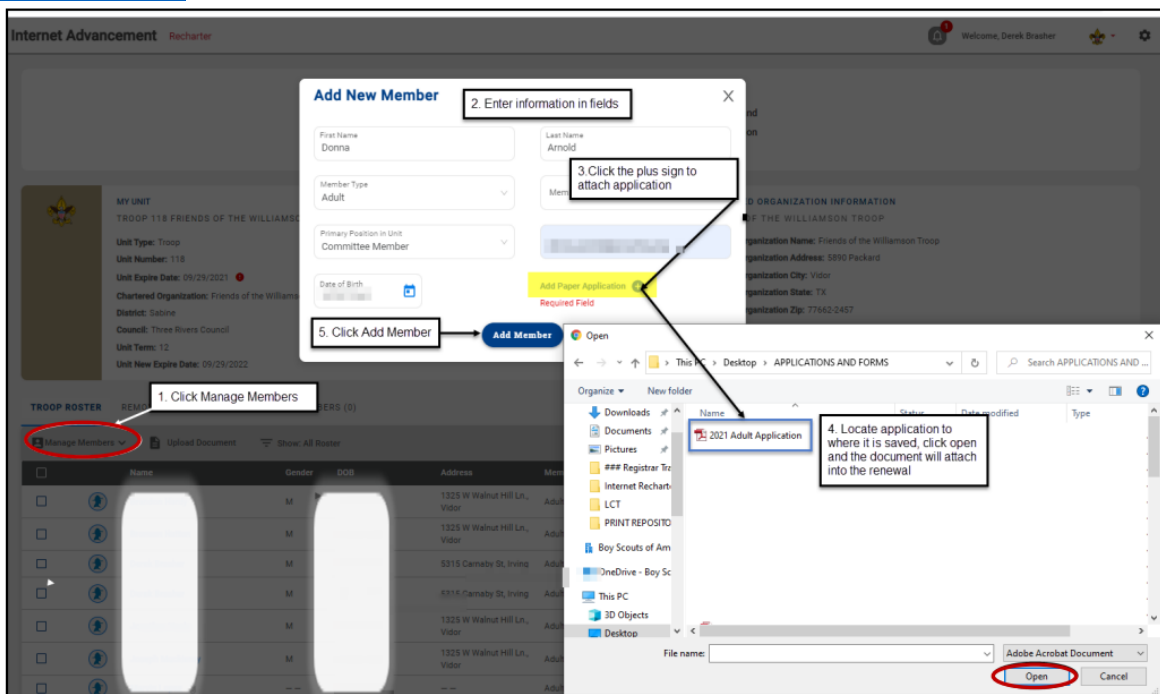
1. Ensure that the currently registered unit Key 3 leaders are correct in [My.Scouting](#) so they can e-approve members and charter renewals. This is essential and must be done as soon as possible since changes at this step can delay the subsequent steps. For help with my.scouting issues, please contact D’Kolle Mowery (d'kolle.mowery@scouting.org) or Vickie Glancy Cannon. They can both be reached by calling the council service center 316-264-3386 between 9am and 5pm weekdays.
2. Check that all youth and adults are currently registered with the unit and appear on your roster in my.scouting.org.



3. Complete and approve the on-line Unit Recharter process by logging into Internet Advancement at [Internet Recharter Log In](#). The **Recharter menu pick** will only appear for the Unit Leader, Chartered Organization Representative, the Committee Chair, or a Key 3 or COR Delegate. If you are one of these leaders, and Recharter does not appear in your Internet Advancement menu, please check your registered position in my.scouting. Contact D’Kolle Mowery or Vickie Glancy Cannon for help in changing your registered position.



4. Applications for any new adults must be uploaded into the charter renewal as well as their Youth Protection Training Certificate and Criminal Background Check Authorization. This includes any adult who is moving into a leadership position and those who have turned eighteen and are moving from a youth position to an Assistant Scoutmaster position or that is being entered as a UP, VP or EP (Unit Participant, Venturing Participant or Exploring Participant).
5. Applications for any new youth must be uploaded into the charter renewal.
6. Reminder: All new youth or adults that are submitted throughout the year are processed without delay.
 - a. Update your recharter often from within the recharter software to capture recent changes to the unit roster.
7. Confirm that all required information has been completed on the adult and youth applications before uploading the documents. This includes unit information, all signatures, and for adults - completing the background check questions. We must have an email for all members. If the person does not have an email, enter noemail@noemail.com.



8. Note: A unit's rechartering application cannot be approved by the National Service Center until all steps to upload a new member application, YPT, and background check authorization are complete.

1. Pay the BSA Registration fees and the Council Fees online through the Internet Recharter site. The preferred method to pay the recharter and council fee is via check, cash, or credit card at the council office. The office will call the unit for a credit card number. Units may also pay by e-check or credit card using the recharter software, if they have no financial aid requests and no popcorn discounts.
 - a. Review the 2023 Membership Fee changes here: [2023 Membership Fee QA Session](#)
 - b. Beginning this recharter cycle, all renewing youth members in Quivira Council will be charged \$80 council program fee.
 - c. If you have chosen to pay by E-Check, please be aware that an email will be sent to you with instructions for verifying two micro deposits. You must validate these micro deposits to complete the payment process. Your charter renewal will not complete the submittal process until this step is completed.

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3. Any youth is asking for KanCare financial aid.

The screenshot shows the BSA Recharter website interface. At the top, there are two progress indicators: 'Complete Recharter Information' and 'Payment and Confirmation'. The main content is divided into two columns.

BILLING INFORMATION: Includes fields for First Name, Last Name, Code (USA), Phone Number, Email Address, Country (USA (US)), Address, City, State, and Zip Code.

PAYMENT METHOD: Three options are listed: 'Credit Card payment' (selected), 'ACH payment', and 'Pay at Council'. Each option has a corresponding icon and a brief description.

RENEWAL ROSTER FEES: A table showing the following items and their fees:

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

At the bottom right of the form, there is a 'Pay and Post Renewal' button circled in red. Below the form, a text box explains: 'During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.'

9. The unit Chartered Organization Representative or Chartered Organization Institutional Head/Executive Officer will be required to approve the charter, and this can also be done by any of the unit Key-3 or their designees. Email notices will be sent. If someone else other than the COR or IH is approving the recharter, review the details with the COR or IH before approval is given.

To ensure a timely process of your Charter Renewal, be sure your CURRENT key leadership (including the COR and IH) have established their [My.Scouting](#) accounts and have current emails in their profile, and are ready to approve new members and the charter renewal application. The email message is only being sent to the unit Key 3 currently found in My.Scouting. If your Scouting role has changed, please forward the message to a person who is a current Key 3.

10. Your Unit Commissioner, District Commissioner, and Council Commissioner for Recharter are great resources to help you through this process.